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UNITED NATIONS

SECRETARIAT

ST/AI/189/Add.3*
22 June 1971

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

DISTRIBUTION FROM HEADQUARTERS OF DOCUMENTS, MEETING RECORDS, OFFICIAL RECORDS AND PUBLICATIONS

I. IDENTIFICATION OF DOCUMENTS

1. Symbols of United Nations documents are composed of capital letters combined with figures, usually Arabic numerals. When Roman numerals are used they usually indicate the number of the session of the body concerned. Each mimeographed document bears the same symbol and date in all language versions. Documents relating to two or more organs may bear two or more symbols, one for each organ.1/ If a document is reissued in the printed Official Records or as a sales publication, it retains its symbol. In addition to a symbol, a sales publication carries a sales number.

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* This instruction supersedes document ST/PB/3 of 7 December 1955.

1/ For details see "List of United Nations document series symbols", the current issue of which is found in document ST/LIB/SER.B/5/Rev.2.

II. CATEGORIES OF DISTRIBUTION OF DOCUMENTS AND MEETING RECORDS

2. For distribution purposes, documents and meeting records are classified in the following categories, each indicating the pattern and scope of distribution: (a) GENERAL; (b) LIMITED; (c) RESTRICTED; (d) CONFERENCE ROOM PAPER. The distribution pattern for these categories is outlined below.2/

(a) The designation GENERAL is used on documents and meeting records that are to be distributed without any limitation. They are given the widest distribution appropriate to the series of documents concerned.

(b) The designation LIMITED is used on documents of a temporary nature such as draft resolutions and amendments thereto, draft reports and other action documents. Limited documents bear the letter "/L." before the serial number.

(c) The designation RESTRICTED is used on documents and meeting records that are of concern or interest only to a restricted group. The distribution of these documents and records is determined by the originating office. Such documents bear the letter "/R." before the serial number in the symbol.

(d) The designation CONFERENCE ROOM PAPER is used for working papers that are to be used in the course of a meeting or meetings. Such papers are distributed only to the participants and other interested recipients attending the meetings at which they are discussed. CONFERENCE ROOM PAPERS may later be converted into documents in the general, limited or restricted series or may have their contents incorporated in the report of the body concerned without further independent distribution. They bear the letters "/CRP." before the serial number in the symbol.

III. PROVISIONAL TEXTS OF DOCUMENTS AND MEETING RECORDS

3. Documents the text of which is of a provisional nature are issued first in a limited run. Such documents include unrevised translations circulated in the

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2/ The possibility of reducing the volume of documentation by limiting the scope of distribution through the use of the various categories is under study. Specific directives regarding the types of documents that may most appropriately be included in any one of those categories will be issued at a later date.

course of a meeting and certain meeting records that will later be issued in corrected form. They bear the word "PROVISIONAL" above the document symbol.

IV. OFFICIAL DISTRIBUTION LISTS

4. Documents, meeting records, Official Records and publications are distributed free of charge by the Distribution Section of the Publishing Service in accordance with the general distribution policies set by the Publications Board and, where applicable, after consultation with the originating and/or responsible departments or offices, to the following:

(a) Recipients on external lists (distribution by surface mail and/or by pouch: (i) ministries, embassies and other governmental addresses; (ii) intergovernmental organizations; (iii) non-governmental organizations in consultative status; (iv) specialized agencies; (v) United Nations Office at Geneva, regional economic commissions, United Nations Economic and Social Office in Beirut, United Nations Conference on Trade and Development (Geneva), United Nations Industrial Development Organization (Vienna); (vi) information centres; (vii) depository libraries;

(b) Recipients on internal lists (distribution at Headquarters): (i) permanent missions; (ii) permanent observers; (iii) press; (iv) Secretariat; (v) meetings service and conference requirements; (vi) sales; (vii) stock.

V. NUMBER OF COPIES

5. The number of copies of documents, meeting records, Official Records, publications and "provisional" texts that are normally distributed to recipients on the lists referred to in section IV above is indicated in the attached distribution chart.

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VI. DEPARTMENTAL LISTS FOR PUBLICATIONS

6. In addition to the free distribution to the official recipients described above, which is under the authority and control of the Office of Conference Services and the Office of Public Information within their respective spheres of competence, the substantive departments of the Secretariat are also permitted to maintain special distribution lists for their own publications. These lists may either be in the form of addressograph lists or in the form of ad hoc lists of recipients of specific publications.

7. According to a decision taken by the Publications Board at its 223rd meeting, departmental lists (either permanent or ad hoc) may include:

(i) Persons or bodies who, in the view of the head of the department, have rendered specific service, worthy of recognition, in the preparation of the publication or publications to be distributed;

(ii) Persons or organizations who, in the view of the head of the department, are of continuing and substantial assistance to the work of the department;

(iii) Persons of eminence in the field dealt with in the publication or publications to be distributed, whose interest it is important, in the view of the head of the department, to enlist or retain.

In order to avoid possible duplication with the list of official recipients and to ensure compliance with the criteria established by the Publications Board, all departmental lists, either permanent or ad hoc, are subject to examination by the Publishing Service of the Office of Conference Services.

VII. DAILY LIST OF DOCUMENTS DISTRIBUTED

8. The "Daily list of documents distributed at Headquarters" (ST/CS/SER.D/...) is compiled and issued by the Publishing Service, Office of Conference Services. Its function is to enable the recipients listed in paragraph 4 above to check the daily distribution, to see if it is in conformity with their requests, and to make a selection of the documents which they do not receive in full series.

9. During sessions of the General Assembly, the Assembly documentation is not listed in the Daily list; it appears instead in a special daily supplement to the United Nations Journal. The Daily list continues, however, to list all other documentation.

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VIII. AVAILABILITY OF OLD DOCUMENTS, MEETING RECORDS AND OFFICIAL RECORDS

10. Mimeographed documents are normally available for two years after the original date of issue. Official Records (verbatim and summary records, annexes and supplements) and documents issued in final form are normally available for five years, with the exception of resolutions, which are stocked on a continuing basis. It should be noted that all United Nations documents and Official Records may be consulted at the Documents Reference and Indexing Section of the Dag Hammarskjold Library.